

## **AGENDA**

### **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**July 10, 2007**

**Aldermen Gatsas, Shea,  
Garrity, Pinard, Duval**

**5:30 PM**

**Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Kevin Dillon, former Airport Director, submitting the proposed Aviation Department Voluntary Resignation/Retirement Incentives Program as requested by the Committee previously.  
**Gentlemen, what is your pleasure?**
4. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Library Director and Library Board of Trustees, requesting the reclassification of two Assistant Librarians, salary grade 13, to Librarian I, salary grade 16.  
**Gentlemen, what is your pleasure?**
5. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Parking Manager, requesting the establishment of a new class specification and position of Parking Attendant, grade 9 \$(21,530/year) as part of the proposed Millyard Parking Plan.  
**Gentlemen, what is your pleasure?**
6. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Public Works Director, requesting the reclassification of a Public Service Worker II position, salary grade 13, to an Equipment Operator III, salary grade 14.  
*(Note: cost for FY2008 - \$1,975 if filled on July 1, 2007.)*  
**Gentlemen, what is your pleasure?**

7. Communication from Virginia Lamberton, Human Resources Director, requesting the revision of job titles of Inventory Specialists within the City to Inventory Specialist I, salary grade 13 and Inventory Specialist II, salary grade 16.

**Gentlemen, what is your pleasure?**

8. If there is no further business, a motion is in order to adjourn.



**Manchester-Boston**  
REGIONAL AIRPORT

**Kevin A. Dillon, A.A.E.**  
Airport Director

One Airport Road  
Suite 300  
Manchester, NH  
03103-3395  
Tel: 603-624-6539  
Fax: 603-666-4101  
[www.flymanchester.com](http://www.flymanchester.com)

01 June 2007

Alderman Ted Gatsas, Chairman  
Human Resource Committee  
Board of Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Chairman:

As requested at a recent Human Resource Committee meeting, attached is an outline of the proposed Aviation Department Voluntary Resignation/Retirement Incentives Program.

As I explained to the Committee, I believe many efficiencies can be achieved by allowing the Airport to implement this program. Further, I believe that the City in general will be able to learn quite a bit from how this program is operating and may be able to apply some of these lessons to a city-wide incentive program.

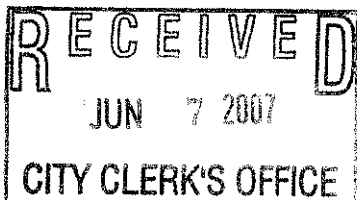
Michael Farren is fully versed on this program and will be available to discuss it with you at the next Human Resource Committee meeting.

Sincerely,

Kevin A. Dillon, A.A.E.  
Airport Director

KAD/das

Copy: Michael F. Farren



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## **Department of Aviation Voluntary Resignation/Retirement Incentives Program**

**Due to the exigencies of the airline and airport industries, Manchester-Boston Regional Airport has experienced a year-long period of decreasing passenger boardings, as well as increasing security, plant, and personnel costs. While the Airport remains in excellent financial health, we must expend every effort to reduce our costs. We have already capped and eliminated expenses where we can, and put a freeze on additional non-essential hirings.**

**To ensure that all avenues of cost reduction are accessed, we are now offering a voluntary resignation or retirement incentive program open to all employees. (Please see the implementation provisions below.)**

**This program will pay up to six months pay for any employee opting for resignation or retirement. To be eligible for the program, an employee must demonstrate that a savings benefit will accrue to the Airport through the elimination of that employee's job or another job within that employee's chain of responsibility.**

**Any employee desiring entry into this program must submit an application letter to the Airport Director so stating his/her desire to participate in the program. This letter must include a description with details of what job elimination would occur and what savings would result therefrom.**

**The Airport Director will evaluate each application and determine if he will endorse the employee for this program and what severance pay (how many months) he will grant.**

**Generally speaking, the greater the savings, the larger the severance pay allowance may be. Once the application is approved and the employee and the Airport Director agree on the terms of separation, the employee will have up to six months to actually resign or retire.**

### **Implementation provisions:**

**This program is open to all Department of Aviation employees, affiliated and non-affiliated, who have not already submitted a resignation or retirement request.**

**The effective commencement date of this program is \_\_\_\_\_.**

**Requesting individuals must submit a written application request to participate in this voluntary incentives program to the Airport Director. This request must be submitted with appropriate rationale within 90 days of the effective date of the incentives offer. At**

the discretion of the Airport Director the 90-day requirement for submission may be extended.

The resignation /retirement action must result in a job elimination with quantifiable savings either at that particular level or below the affected position and must be adequately detailed by the requesting individual. The savings justification should include the annual pay and benefits total that will be avoided/saved by the voluntary resignation or retirement.

Approval of the requested action will be at the sole discretion of the Airport Director.

Resignation /retirement action, if approved, could result in up to six months pay severance award. Actual number of months' severance award would be at the sole discretion of the Airport Director depending on the potential savings accruing as a result of the resignation/retirement action.

Both the affected employee and the Airport Director must agree on the severance package before the requested resignation or retirement action can become official. If agreement can not be reached, then the requested action is null and void, and there is no change in the employee's status.

The employee must accept and acknowledge the agreement in writing before this action can be implemented. Once the employee accepts and acknowledges the agreement, then it becomes irrevocable, unless both parties mutually agree to the revocation.

Severance award payout will be net of the normal withholdings, that is, payroll and social security taxes, the regular retirement deductions, and any applicable benefits deductions, etc.

Severance award payout in the case of a retirement decision will be over and above any accrued sick leave/vacation retirement payout.

Severance award payout in the case of a retirement decision will be included with the individual's final pay numbers for the purpose of calculating monthly retirement benefits.

Resignation/retirement requests must specify the actual date of resignation or retirement, which must occur within 180 days of the effective date of this program.

The Airport Director may change, cancel, or extend this program at any time, but in no case once an individual has officially submitted and been accepted in this program.



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
www.ManchesterNH.gov



June 13, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for Reclassifications

Dear Alderman Gatsas and Members of the Committee:

On behalf of Denise van Zanten, Library Director and the Library Board of Trustees, I am requesting the reclassification of two positions. Specifically, I am seeking your approval to reclassify two Assistant Librarians, salary grade 13, to Librarian I, salary grade 16.

As you will note from Ms. van Zanten's letter, there are two divisions, Circulation and Children's, that need to be reorganized to better serve the needs of Library users. Currently both of these Divisions have one professional Librarian and Assistant Librarians. The reclassification of these Assistant Librarian positions will allow the Library to provide more programming and new programs for the citizens of Manchester.

The reclassification of an Assistant Librarian to a Librarian would be an increase of \$4,655. However, due to retirements and resignations, there would not be an increase in the overall budget of the Library. For example, a Librarian III recently left. Her salary was \$64,629. The individual who will replace that person will have a salary of \$45,318 which leaves a balance of \$19,311. This balance will more than fund the reclassifications that are before you.

I am attaching a current as well as a proposed organizational chart for your review and information.

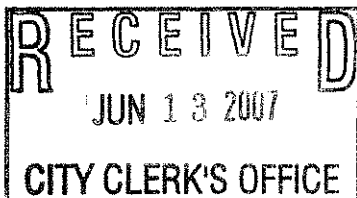
If you have any questions, I would be happy to answer them.

Your favorable approval of this request would be greatly appreciated.

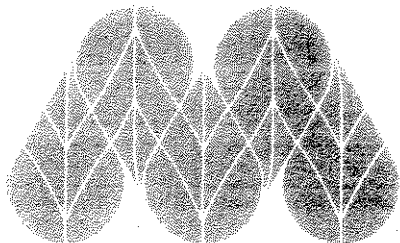
Respectfully submitted,

*Virginia A. Lamberton*

Virginia A. Lamberton  
Human Resources Director



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**City of Manchester  
City Library**

Denise Van Zanten  
Library Director

Carpenter Memorial Building  
405 Pine Street  
Manchester, New Hampshire 03104-6199  
(603) 624-6550

Ms. Virginia Lamberton  
Human Resources Director  
City Hall Plaza  
Manchester, New Hampshire 03101

RECEIVED

JUN 12 2007

June 11, 2007

Dear Ms. Lamberton:

Since being appointed Library Director I have been reviewing the library department's organizational structure and how each library division operates. Based on these observations there are two divisions, Circulation and Children's, that need to be re-organized to better serve the needs of our library users. I wish to promote greater efficiency within the library so that we can reassign work duties and expand services within our established staffing levels. This reorganization requires the reclassification of two current positions from Assistant Librarian to Librarian I.

Currently our Circulation department consists of a Librarian III (Head of the Division), an Assistant Librarian, and various staff at the Clerk I, Clerk II and Page levels. This change would provide another professional level staff member to assist in the running of this department, which has the largest staff, and to broaden and improve upon current services.

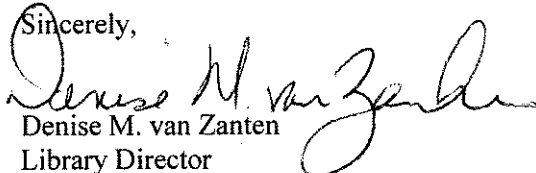
Our Children's department consists of a Librarian III (Head of the Division), two Assistant Librarians (one of whom splits their time working in the Reference division), a Clerk I and a Page. A Librarian I will allow for more children's library programming as well as the ability to do more outreach in the community to focus on the importance of early literacy.

These changes will not add any staff to our complement. The cost of the reorganization will be offset in Fiscal Year 2008 due to the recent resignation of one of our administrative Librarians.

I have attached our current organizational chart and the proposed changes based on this re-organization. If you should need further information regarding this request please contact me.

Thank you for your time and consideration on this matter.

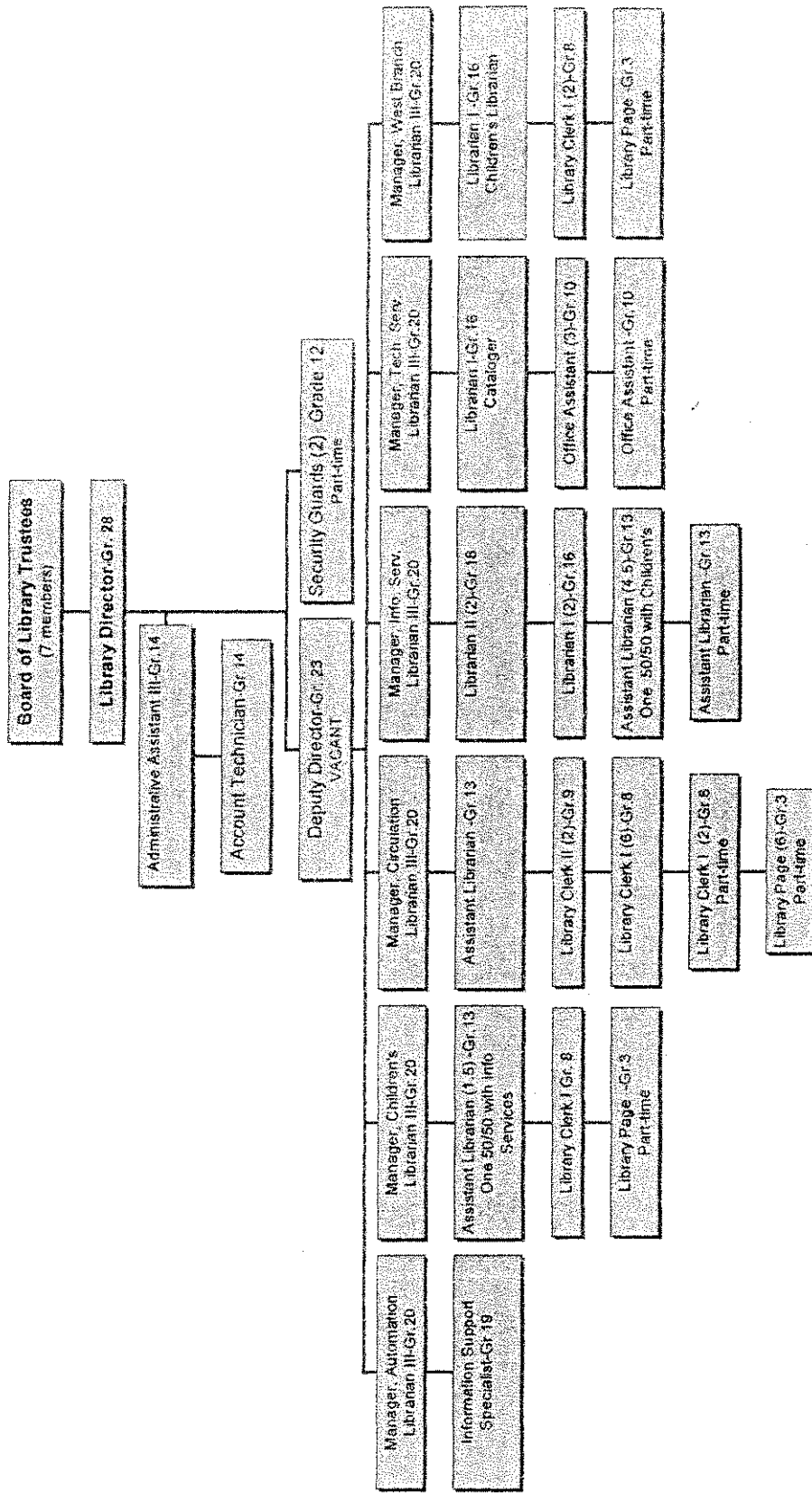
Sincerely,

  
Denise M. van Zanten  
Library Director

cc: Claudia Mayer, Head of Circulation  
Karyn Isleb, Head of Children's Services

# ORGANIZATIONAL CHART

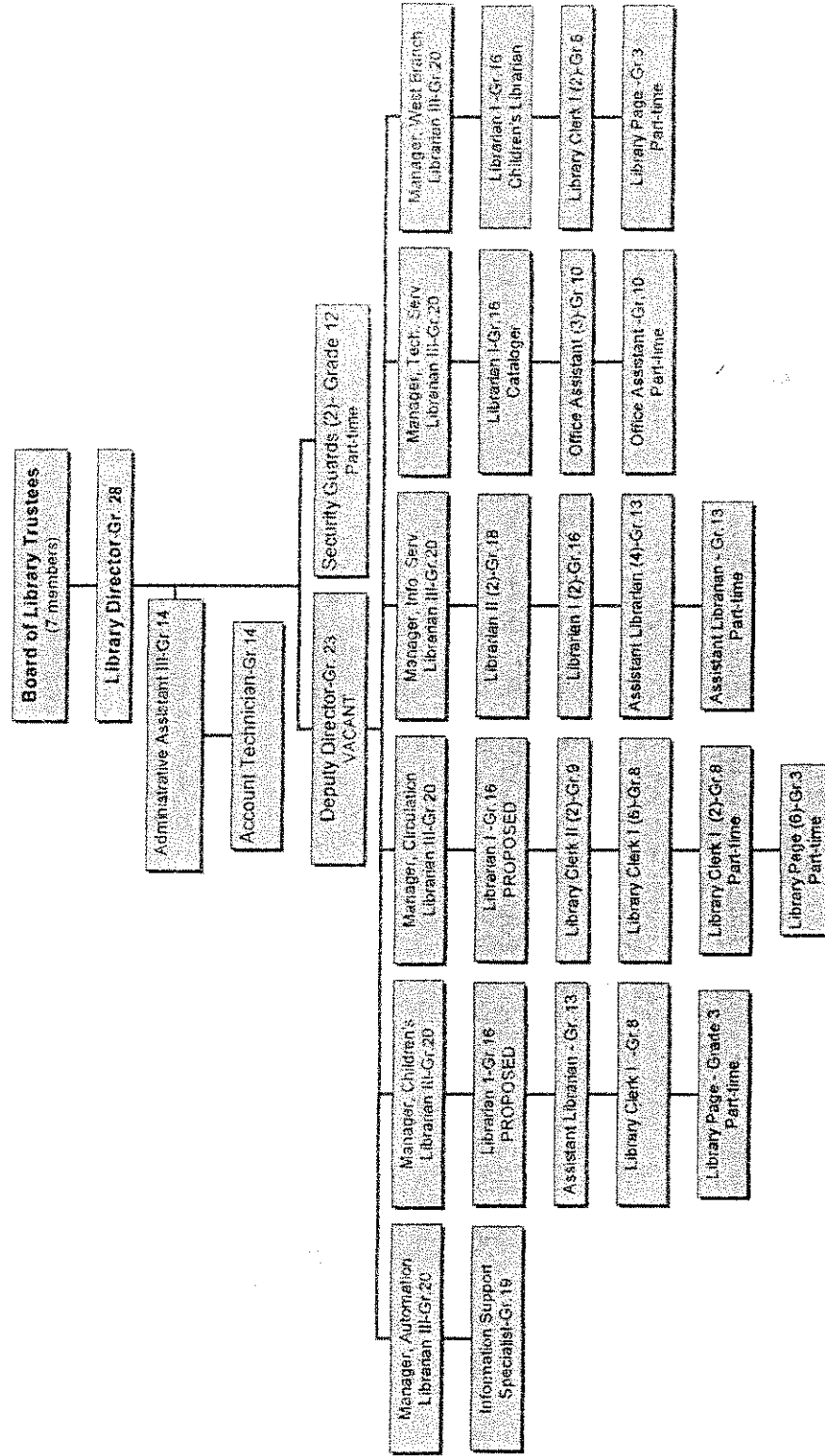
## Manchester City Library 2007 CURRENT





# ORGANIZATIONAL CHART

## Manchester City Library 2007- PROPOSED





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Assistant Librarian</b>
<b>Class Code Number</b>	<b>8020-13</b>

### General Statement of Duties

Provides patron information services at a library location; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide routine reader's advisory and ready reference services through a library location. The work is performed under the supervision and direction of a Librarian II or III but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with community groups, other library employees, and the general public. The principal duties of this class are performed in a public service environment.

### Examples of Essential Work (illustrative only)

- Determines patron needs and provides guidance and readers advisory services;
- Provides ready reference services to patrons using materials and sources at hand;
- Answers reference questions and provides patrons with instructions on how to use various components of the library, including copying machines, microfilm/fiche readers, on-line indexes, CD-ROMS, word processors, internet services ect.;
- Ensures library equipment is in working order;

- Ensures that patron service problems are resolved in a courteous and timely manner, referring unusual problems as necessary;
- Weeds and discards materials as directed;
- Performs the duties of circulation classes as necessary to provide timely and effective service to patrons;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
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- Substantial knowledge of library location services systems and procedures;
- Substantial knowledge of the library collection appropriate to the assignment;
- Substantial knowledge of public and reference computer systems and resources;
- Substantial knowledge of library circulation systems and procedures utilized by the library system;
- Substantial knowledge of library public service functions, procedures, policies and organization;
- Skill in listening and understanding the public service needs;
- Ability to provide courteous customer service in an environment that may at times be stressful;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree; and
- Some library experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to access relevant library materials and operate a keyboard;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about and to transport materials within the public service area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Manchester, New Hampshire

## Class Specification

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Class Title	Librarian I
Class Code Number	8030-16

### General Statement of Duties

Provides public library services at a library location; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide reader's advisory, reference or program services through a library location. The work is performed under the supervision and direction of a Librarian III but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of Library Clerks. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with community groups, other employees in the same class, other library employees, and the general public. The principal duties of this class are performed in a public service or general office environment, as it relates to a cataloger, including interpreting library systems and procedures to customers.

### Examples of Essential Work (illustrative only)

- Determines patron needs and provides guidance, readers advisory and related library services;
- Maintains a knowledge of reference services within the library and provides research and reference services to patrons on a wide variety of subjects and educational levels;

- Explores all possible information sources for inquiring patrons, including all materials within the Library system of Manchester, contributing Libraries in the inter-library loan program and other related sources as necessary;
- Maintains a safe and secure library environment through monitoring patrons adherence to library procedures and guidelines and maintaining an awareness of all persons within the facility;
- Plans, prepares and directs or conducts youth and adult programs, such as book discussion groups, as assigned;
- Reviews and makes recommendations for the materials collection at assigned locations and on weeding and ordering;
- Ensures library equipment is in working order, including performing routine maintenance;
- Supervises subordinate positions at the assigned location;
- Ensures that patron service problems are resolved in a courteous and timely manner, interpreting library policy as necessary;
- Operates and maintains various audio-visual equipment;
- Maintains and revises a schedule of deposit and program sites;
- Serves as a liaison between the community and the library system on a daily basis, developing positive relationships by bringing library materials and presenting programs at various community sites;
- May perform the duties of other classes as necessary to provide timely and effective service to patrons;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification;
- Provides bibliographic access to all materials by inputting library holdings into the local online catalog;
- Insurers the accuracy and integrity of the local online database.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of library location or department services systems and procedures;
- Thorough knowledge of community and school programs and needs;
- Thorough knowledge of the library collection appropriate to the assignment;

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- Thorough knowledge of library public service functions, procedures, policies and organization;
- Substantial knowledge of community and school programs and needs that affect assigned locations and services;
- Substantial knowledge of library circulation systems and procedures utilized by the library system;
- Substantial knowledge of public and reference computer systems and resources;
- Substantial knowledge of many subjects and literature;
- Some knowledge of children and young adult literature;
- Skill in listening and understanding the community and public service needs and capabilities that affect assigned locations;
- Skill in public speaking and presentations;
- Ability to provide courteous customer service in an environment that may at times be stressful;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to provide leadership, motivation, and coordination of the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to understand and apply MARC formats and National Cataloging Standards.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master of Library Science Degree; and
- Some library experience.

#### **Required Special Qualifications**

- None.

#### **Essential Physical Abilities**

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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to access relevant library materials and operate a keyboard;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to monitor area operations, and to attend library system, community, and public meetings at various locations..

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



June 26, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for New Position and Class Spec

Dear Alderman Gatsas and Members of the Committee:

On behalf of Brandy Stanley, Parking Manager, I am requesting the establishment of a new class specification and a new position.

The proposed class specification is a Parking Attendant, salary grade 9, \$21,530 per year. This position is part of the proposed Mill Yard Parking Plan. The position will be responsible for collecting parking fees and as needed, parking vehicles.

I am attaching a copy of the proposed class specification for your review and information.

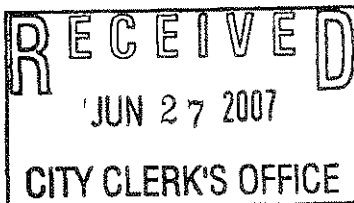
Your favorable of approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Brandy Stanley, Parking Manager  
Jay Minkarah, Economic Development Director



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# City of Manchester New Hampshire

*In the year Two Thousand and*      Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Parking Attendant) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Parking Attendant, Class Code 6101

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Parking Attendant, Class Code 6101, Grade 9

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Parking Attendant, Class Code 6101, Grade 9, non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

S

# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Parking Attendant
<b>Class Code Number</b>	6101-9

#### General Statement of Duties

Performs varied cash handling duties, involving receiving, disbursing and accounting for funds; parks customer vehicles and manages traffic flow and vehicle inventory in the parking facility; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to collect parking fees and park customer vehicles. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with supervisors, other City employees and the public. The principal duties of this class are performed in both an indoor and outdoor environment.

#### Examples of Essential Work (illustrative only)

- Operates cash register to compute and record total sales for parking fees;
- Collects cash or check payments from customers and makes change for cash transactions;
- Counts money in cash drawer at beginning and end of work shift;
- Keeps daily account balances of cash received and tickets sold;
- Parks customer vehicles when self-park spaces are full;
- Locks customers' vehicles and securely stores vehicle keys;

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- Notates pre-existing damage on customer vehicles;
- Provides customers with forms and procedures to submit damage claims;
- Answers questions concerning rates, schedules, events and gives general information to the public
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, and internal training sessions to become or remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties as required;

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving fees, vehicle damage or policies;
- Ability to operate cash register;
- Ability to accurately complete reports;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to safely drive and park a wide variety of vehicles;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

<p style="text-align: center;"><b>Acceptable Experience and Training</b></p>
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- Graduation from High School or possession of a GED; and
- Some experience in driving various vehicles, working with the public and handling cash; and
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

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**Required Special Qualifications**

- Must possess and maintain a valid New Hampshire driver's license with a good driving record.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to safely operate a variety of difference vehicles in limited drive areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a wide variety of vehicles;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within an outdoor environment with high vehicular traffic flow.

Approved by:

Date:

Revised by:

Date:

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# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



June 6, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

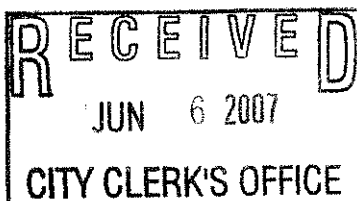
On behalf of Frank Thomas, P.E., Public Works Director, I am requesting the reclassification of a Public Service Worker II position, salary grade 13, to a Equipment Operator III, salary grade 14. The cost for this reclassification would be \$1,975 for Fiscal Year 08 if the position were filled on July 1, 2007. However since that is unlikely, for each week the position is not filled, the cost would be reduced by \$36.80.

The reason for this request is that when the budget was passed, Alderman Lopez indicated that the budget proposed an additional sweeper operator position. The purpose of the additional street sweeper is to provide additional street sweeping in problem areas such as around the schools.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resource Director



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# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
www.ManchesterNH.gov



June 5, 2007

Alderman Ted Gatsas, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire

Re: Request for Reclassification, Inventory Specialist

Dear Alderman Gatsas and Members of the Committee:

In early April, Tom Bowen contacted me because the incumbent in his Inventory Specialist position was going to retire. Apparently, the Inventory Specialist position at Waterworks was set at a salary grade 13 during the Yarger Decker program. However, three other Inventory Specialist positions in the City had the same title, but were at a salary grade 16. Mr. Bowen requested that I do a study to determine whether or not the position at Waterworks was properly graded.

As such, I requested position questionnaires from the two Inventory Specialists at the Highway Department and a questionnaire from the incumbent at the Airport. Desk audits were performed on all four positions. The conclusion of the desk audits, job analysis and questionnaire is that the positions are all at the proper salary grade. However, there is clearly two levels of Inventory Specialists within the City. Therefore, I am requesting that we revise the job titles to Inventory Specialist I salary grade 13 and Inventory Specialist II, salary grade 16. I have revised some of the language for the Inventory Specialist I class specification. The Inventory Specialist II will be the same language that exists in the generic class specification.

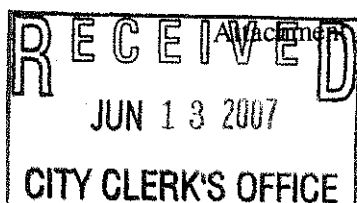
I am attaching copies of class specifications for both levels of the Inventory Specialist for your review and consideration.

Your favorable approval of these changes would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

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# City of Manchester New Hampshire

*In the year Two Thousand and* Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Inventory Specialist I & II)  
of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Inventory Specialist I, Class Code 1111  
Reclassify Inventory Specialist to Inventory Specialist II, Class Code 1110

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Inventory Specialist I, Class Code 1111, Grade 13  
Reclassify Inventory Specialist to Inventory Specialist II, Class Code  
1110, Grade 16

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Inventory Specialist I, Class Code 1111, Grade 13, non-exempt  
(class spec attached)  
Reclassify Inventory Specialist to Inventory Specialist II, Class Code  
1110, Grade 16, non-exempt (class spec attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.





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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Inventory Specialist-I
Class Code Number	1111-13

### General Statement of Duties

Maintains inventory levels of supplies and equipment; performs building maintenance duties such as mowing grass, etc. etc.; performs directly related work as required.

### Distinguishing Features of the Class

The principal function is to procure and store needed parts and supplies for assigned area of responsibility. The work is performed under the supervision and direction of an assigned supervisor; The nature of the work performed requires that an employee in this class establish and maintain positive working relationships with other City employees, outside vendors and the public. The principal duties of this class can be performed in either an administrative or shop environment.

### Examples of Essential Work (illustrative only)

- Maintains, receives, issues, stocks and establishes a warehouse of inventory items;
- Requisitions supplies and equipment, including requesting bids;
- Maintains a thorough and accurate inventory of all inventory within the warehouse, including receiving, issuing and filling requisitions for inventory items;
- Recommends purchasing hand and power tools for use in maintenance operations;
- Coordinates services with outside contractors, including electrical, plumbing, floor covering, HVAC and related maintenance operations;
- Issues purchase orders;

- Couriers parts as needed;
- Issues tools, supplies and equipment to designated personnel;
- Ensures a clean, safe and operational warehouse environment;
- **Responsible for building maintenance such as mowing the grass, fixing small plumbing and HVAC problems, changing tiles, etc. etc.;**
- **May be required to coordinate work provided by vendors;**
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification;

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Thorough knowledge of current inventory procedures and practices;
- Thorough knowledge of the use of bar codes;
- Substantial knowledge of standard purchasing procedures;
- Substantial knowledge of assigned area of operation;
- Substantial knowledge of the tools, supplies and equipment used in assigned or designated area;
- Some knowledge of plumbing, electrical, HVAC, carpentry and construction operations;
- Ability to operate an inventory and warehouse system using ethical standards;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Some experience in a related field, including general construction, warehouse operations or retail inventory; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a New Hampshire Driver's License with a CDL-B certification.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor stock levels within the warehouse;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to move supplies and material;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas within a warehouse environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Inventory Specialist <u>II</u>
Class Code Number	1110-16

### General Statement of Duties

Maintains inventory levels of supplies and equipment; performs directly related work as required.

### Distinguishing Features of the Class

The principal function is to procure and store needed parts and supplies for assigned area of responsibility. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain positive working relationships with other City employees, outside vendors and the public. The principal duties of this class can be performed in either an administrative or shop environment.

### Examples of Essential Work (illustrative only)

- Maintains, receives, issues, stocks and establishes a warehouse of inventory items;
- Requisitions supplies and equipment, including requesting bids;
- Maintains a thorough and accurate inventory of all inventory within the warehouse, including receiving, issuing and filling requisitions for inventory items;
- Purchases hand and power tools for use in maintenance operations;
- Coordinates services with outside contractors, including electrical, plumbing, floor covering, HVAC and related maintenance operations;
- Issues purchase orders;
- Couriers parts as needed;

- Issues tools, supplies and equipment to designated personnel;
- Ensures a clean, safe and operational warehouse environment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification;

**Required Knowledge, Skills and Abilities  
(at time of appointment)**

- Thorough knowledge of current inventory procedures and practices;
- Thorough knowledge of the use of bar codes;
- Substantial knowledge of standard purchasing procedures;
- Substantial knowledge of assigned area of operation;
- Substantial knowledge of the tools, supplies and equipment used in assigned or designated area;
- Some knowledge of plumbing, electrical, HVAC, carpentry and construction operations;
- Ability to operate an inventory and warehouse system using ethical standards;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Some experience in a related field, including general construction, warehouse operations or retail inventory; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor stock levels within the warehouse;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to move supplies and material;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas within a warehouse environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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